



Prepare | Explore | Empower

Name Change Policy

PURPOSE

This policy outlines the process by which students may change the name they are referred to at school. State and federal law, along with school policy, require that all programs, activities, and employment practices are free from discrimination based on sex, sexual orientation, gender identity, and gender expression. The guidelines described in this policy are issued in keeping with these mandates to create a safe learning environment for all students and working environment for all staff, and to ensure that every student has equal access to all school programs and activities.

These guidelines do not anticipate every situation that might occur with respect to students and staff, and the needs of each student and staff member must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the student.

The Academy reserves the right to deny a name change request that would lead to misrepresentation; used for illegal purposes or to avoid a legal responsibility; multiple chosen names simultaneously for the same individual; chosen names that contain threats of violence or violations of copyright or other legal claims; chosen names that include non-alphabetical (a-z) characters; and/or a chosen name that the School deems inappropriate (e.g., vulgar, obscene, offensive, fictional, or creates confusion with another person).

DEFINITIONS

- **“Chosen Name”** as defined in Colorado law, is any name a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity.
- **“Gender Identity”** means an individual’s innate sense of their own gender, which may or may not correspond with that individual’s biological sex.

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- **“Legal Name”** is an individual’s legal name as it appears on official government records such as licenses, passports, and birth certificate.
- **“Official Records”** These records include but are not limited to grades, transcripts, class lists, student course schedules, attendance records, health records, and student discipline files.

GUIDELINES FOR STUDENTS

A student has the right to be addressed by a name and pronoun that corresponds to their gender identity. A court-ordered or legal name or gender change is not required, and official records need not be changed. Any student may inform a school staff member of their desire to be consistently recognized at school using their stated name and gender identity, and this request should be acted upon respectfully. Students ready to socially transition may initiate a process at the school to change their name, pronoun, and access to programs, activities, and facilities consistent with their gender identity.

Privacy

- All students have a right to privacy. This includes the right to keep private one’s transgender or gender nonconforming status. Information about a student’s transgender status, legal name, or biological sex assigned at birth also may constitute confidential information.
- School personnel should not disclose information that may reveal a student’s transgender or gender nonconforming status to others, including school personnel and other community members, unless legally permitted to do so or unless the student has authorized such disclosure. In situations where the student has a desire to compete for their school in CHSAA-sanctioned activities, the school administration will work with the family to identify what information would need to be shared prior to submitting such information.
- When school staff learn of a student’s desire for a name change, they should notify administration, who will involve parents or guardians in the implementation of these guidelines and the process of social transition at school to support the student’s well-being. However, school administration should first discuss the parental involvement with the student to avoid inadvertently putting the student at risk of harm by contacting the student’s parents.

NAME CHANGES ON OFFICIAL RECORDS

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NAME CHANGES ON OFFICIAL RECORDS

The school is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the school's process for amending student records. The school will not process a name change on a student's official record without a parent signature.

The School will amend a student's official record to reflect a change in first name and/or to reflect a change in gender upon receipt of appropriate documentation, such as a written change of name request or a court order from the parent or guardian substantiating the change.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

The Board of Directors at The Academy approved the Name Change Policy on Monday, April 28, 2025


Board Chairperson

4/28/25
Date

LEGAL REFS.:

34 C.F.R. §99.1 *et seq.* (Family Educational Rights and Privacy Act regulations)

34 C.F.R. §99.20(d) (parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records)

34 C.F.R. §99.31 (permitted reasons for disclosure of student records)

3 C.C.R. 708-1:81.6(A)(4) (sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns)

C.R.S. [22-1-145](#) (knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject)

C.R.S. [22-1-145](#)(b) (gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).

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